

**Department of Planning and Land Use (DPLU)
Code Enforcement Service Issue Resolution Form**

UPON COMPLETION FAX TO (858) 694-3093 ATTN: Candace Hernandez (858) 694-2716

PURPOSE: To provide customers an opportunity to have certain issues considered by senior county management that they have not been able to resolve with Code Enforcement staff.

LIMITATIONS: This meeting will not consider any requests for waiver of any fines or late charges. This meeting is not an appeal hearing; nor is it a legal avenue for an appeal for any Hearing Officer's finding or Director's Decision. If you wish to appeal an Administrative Citation or a Notice to Assess Civil Penalties you must submit a formal request for an Appeal Hearing to the Code Enforcement Division pursuant to the instructions on your Citation or Notice. If you wish to appeal a Hearing Officer's decision, you must file a writ in Superior Court. Director's Decisions can only be appealed to the Planning Commission. This meeting will not review any case which is currently in criminal or civil litigation with the County.

SCHEDULING AND LOCATION: Meetings will occur every Tuesday afternoon in the DPLU Conference Room 2 located at the DPLU offices, 5201 Ruffin Road, Suite B, San Diego, CA 92123. Upon submittal of this form you will be notified of the specific meeting time.

COSTS: There will be no fee charged for this meeting.

DATE:

CASE #:

ADDRESS/APN#:

CUSTOMER NAME:

WILL CUSTOMER'S ATTORNEY OR CONSULTANT ATTEND? YES NO

Be aware that the Department's policy requires that County Counsel attend meetings where an outside attorney is present.

HAVE YOU TRIED TO RESOLVE LISTED ISSUES WITH STAFF? YES NO

There must be an effort by the customer to resolve the issue with County staff before consideration under this process. Contact your Code Enforcement Officer if you have questions.

ISSUE(S) TO BE CONSIDERED: Please list the issue(s) to be discussed at the meeting. Present your issue(s) in a clear, concise and fact-based manner. Each meeting will generally be limited to no more than 30 minutes unless there are extenuating circumstances. Management will only consider the issue(s) specifically listed below (attach additional sheets if necessary).